

Program A: Administration and Support

Program Authorization: R.S. 36:477

PROGRAM DESCRIPTION

The mission of the Administration and Executive Support Program is to request sufficient funds to provide the Office of Community Services staff with the tools and equipment needed to carry out their responsibilities; to monitor the expenditures of those funds; to improve the management and administration of the agency's resources through access to accurate and meaningful information, and to provide human resources services consistent with the Department of Civil Service rules and regulations.

The goal of the Administration and Executive Support Program is to provide administrative and support services to manage the staff and services offered by the Office of Community Services.

The Administration and Executive Support Program includes the following activities: executive administration and general support services, including fiscal, personnel, data processing and planning and budget.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1.(KEY) To improve the overall management and administration of resources and provide adequate human resources to support the management staff.

Strategic Link: *To provide a management support system including Fiscal Services, Human Resources, Information Services, and Budget to assure compliance with laws and regulations governing the Department.*

Louisiana: Vision 2020 Link: Not Applicable

Children's Cabinet Link: Not Applicable

Other Link(s): Not Applicable

L E V E L		PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
	PERFORMANCE INDICATOR NAME						
S	Number of contract cost reports processed	7,800	7,644	7,200	7,200	7,200	7,200
K	Percentage of cost reports processed within 3-5 days of receipt	93%	99%	93%	93%	99%	99%
S	Number of OCS employees receiving work review	4,000	2,083	2,500	2,500	2,100	2,100
K	Percentage compliance with Civil Service rules	100%	90.5%	100%	100%	100%	100%

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$4,136,996	\$3,604,566	\$3,604,566	\$3,941,593	\$3,636,082	\$31,516
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	5,528,599	4,497,741	4,497,741	4,922,935	4,473,710	(24,031)
TOTAL MEANS OF FINANCING	\$9,665,595	\$8,102,307	\$8,102,307	\$8,864,528	\$8,109,792	\$7,485
EXPENDITURES & REQUEST:						
Salaries	\$1,679,469	\$1,381,395	\$1,737,281	\$1,712,023	\$1,574,103	(\$163,178)
Other Compensation	7,875	6,656	6,656	6,656	6,656	0
Related Benefits	270,241	326,592	326,592	323,457	297,194	(29,398)
Total Operating Expenses	2,837,846	1,702,972	1,702,972	2,282,071	1,787,366	84,394
Professional Services	0	0	0	0	0	0
Total Other Charges	4,860,684	4,684,692	4,328,806	4,540,321	4,444,473	115,667
Total Acq. & Major Repairs	9,480	0	0	0	0	0
TOTAL EXPENDITURES AND REQUEST	\$9,665,595	\$8,102,307	\$8,102,307	\$8,864,528	\$8,109,792	\$7,485
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	45	44	44	44	41	(3)
Unclassified	1	1	1	1	1	0
TOTAL	46	45	45	45	42	(3)

SOURCE OF FUNDING

This program is funded with State General Fund and Federal Funds. The Federal Funds are obtained from Social Security Act, Title XX, Social Services Block Grant (SSBG); Social Security Act, Title IV-B - Part 1; Social Security Act, Title IV-B, Part 2 and Social Security Act, Title IV-E.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$3,604,566	\$8,102,307	45	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$3,604,566	\$8,102,307	45	EXISTING OPERATING BUDGET – December 15, 2000
\$10,794	\$15,644	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$17,338	\$25,106	0	Classified State Employees Merit Increases for FY 2001 -2002
\$10,880	\$34,394	0	Risk Management Adjustment
(\$81,884)	(\$148,284)	(1)	Attrition Adjustment
(\$16,307)	(\$85,042)	(2)	Personnel Reductions
(\$29,818)	(\$42,597)	0	Civil Service Fees
\$9,580	\$13,884	0	State Treasury Fees
\$64,450	\$92,072	0	Other Adjustments - Fund the cost of the allocated share of the Office of the Secretary indirect cost to the Office of Community Services which includes approximately 20% of the following adjustments: risk management, acquisitions, State Treasury, UPS, termination pay for additional retirees, maintenance contracts on software and hardware where the warranties will expire, IBM software support, salary adjustments, reduce operating services, non-recurring acquisitions and HR equipment. The 20% cost allocated share to the agency is based on prior year actual usage
\$0	\$35,000	0	Other Technical Adjustment - Corrects program alignment due to the elimination of perinatal services paid to the Department of Health and Hospitals
\$46,483	\$67,308	0	Other Technical Adjustment - Transfers equipment maintenance from the Child Welfare Services to the Administration Program to be interagency transferred to the Office of the Secretary, Office of Management and Finance
\$3,636,082	\$8,109,792	42	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$3,636,082	\$8,109,792	42	BASE EXECUTIVE BUDGET FISCAL YEAR 2001-2002
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None

\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$3,636,082	\$8,109,792	42	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 100.0% of the existing operating budget. It represents 95.0% of the total request (\$8,529,085) for this program. Major changes include an increase of \$92,072 for the agency's allocated share of the indirect cost from the Office of the Secretary and \$67,308 due to the transfer of equipment maintenance from the Child Welfare Services Program to be interagency transferred to the Office of the Secretary. These additions are offset by the elimination of 3 positions and \$233,326 due to attrition and personnel position reductions.

PROFESSIONAL SERVICES

\$0 This program does not have funding for professional services

\$0 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$20,635 Fees for legal services

\$20,635 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$4,126,527 To the Office of the Secretary for allocated share of indirect cost
 \$231,234 To the Dept. of Civil Service for personnel services
 \$20,372 To the Division of Administration for the Comprehensive Public Training Program
 \$13,513 To the Office of the Secretary for supplies from the Dept. of Social Services warehouse
 \$1,020 To the Division of Administration for printing services
 \$31,172 To the Office of the Treasury for fees

\$4,423,838 SUB-TOTAL INTERAGENCY TRANSFERS

\$4,444,473 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$0 This program does not have funding for acquisitions and major repairs

\$0 TOTAL ACQUISITIONS AND MAJOR REPAIRS